

PROGRAM COORDINATOR

City of Milwaukee's Earn & Learn
2022 SUMMER YOUTH INTERNSHIP PROGRAM
City of Milwaukee



INTRODUCTION

EARN & LEARN is a summer youth employment program that includes businesses, nonprofit, and community- and faith-based organizations along with the City of Milwaukee. EARN & LEARN's mission is to assist young people from Milwaukee in making a successful transition from adolescence into adulthood by developing their job skills while gaining authentic work experience opportunities.

The Summer Youth Internship Program (SYIP) component of EARN & LEARN is a specialized work opportunity where youth are assigned to various work assignments in departments within city government through funding from the City of Milwaukee's Community Development Block Grant funding. SYIP provides youth hired by the program with an eight week work experience.

The Program Coordinator will work approximately 25 hours per week during the summer program, from June 1, 2022, through August 5, 2022, with an additional 35 hours for pre and post work, dates to be determined.

PURPOSE

Under the supervision of the Department of City Development's Human Resources Officer, the Program Coordinator will be responsible for the administration of the City of Milwaukee's Earn & Learn Summer Youth Internship Program (SYIP), which employs roughly 140 interns over the course of the summer, many for their first work experience. The Program Coordinator will supervise up to six Team Leaders and design the programming of the SYIP. This position requires driving to various worksites throughout the City of Milwaukee.

ESSENTIAL FUNCTIONS

- Supervise and direct the work of team leaders. Meet with team leaders on a weekly basis to discuss program planning, progress and any concerns. Maintain regular communication.
- Address and resolve issues, including attendance, work performance, discipline, transportation, payroll, and time entry issues.
- Answer questions and concerns from team leaders, City of Milwaukee supervisors and interns.
- Develop and implement program curriculum and training for interns.
- Approve payroll and invoices for team leaders and interns.
- Assist with planning work before the program starts, market the program, and interview and place youth in available assignments.
- Design evaluations for team leaders, interns, and supervisors. Evaluate the internship throughout and at the close of the program, and recommend improvements for following years.
- Draft and submit program summary.

CONDITIONS OF EMPLOYMENT

Please be advised that new employees are required to have received either both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine prior to June 1, 2022, or have an approved religious or medical accommodation prior to June 1, 2022. SYIP will adhere to the City's COVID-19 Vaccination Policy [here](#).

MINIMUM REQUIREMENTS

1. Bachelor's degree in Education, Business Administration, Social Work, Human Services or related field from an accredited college or university.
2. One year of experience coordinating youth or community programs.
3. Valid driver's license and possession of a properly insured vehicle for use on the job is required at time of appointment and throughout employment. Mileage reimbursement is provided.
4. Must be available for the duration of the summer program, from June 1, 2022, through August 5, 2022, and for an additional 35 hours for pre and post work, dates to be determined.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be emailed to the Human Resources Officer, Vanessa Armstrong at vaarmst@milwaukee.gov- Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Experience working directly with high school age youth in an educational, recreational, or enrichment setting.

- Supervisory experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of management principles and practices and the ability to effectively supervise staff, assign duties, set performance standards, provide guidance and training, monitor and evaluate performance, coach and counsel employees, and make hiring recommendations.
- Knowledge of youth education and engagement.
- Interpersonal and customer service skills to be able to establish and maintain good relationships with interns, City staff and other stakeholders.
- Written communication skills to be able to write clear, complete and error-free correspondence and reports.
- Ability to plan, organize, prioritize, and delegate work.
- Ability to be self-directed and work in a collaborative environment.
- Ability to think critically and analytically to problem-solve, make decisions and use sound judgment.
- Ability to use standard computer software and programs such as word processing, spreadsheet, database, and the internet.
- Ability to coordinate a group of young people as they work both independently and as a team.
- Ability to be flexible and manage multiple priorities.
- Ability to adapt and respond to change quickly.
- Honesty, integrity and the ability to maintain confidentiality.

WAGE AND HOURS

The current hourly rate is \$24.00 per hour. The employer of record will be Manpower, a temporary employment firm. Program Coordinator must be available from approximately June 1, 2022, through August 5, 2022, with an additional 35 hours for pre and post work, dates to be determined. Program Coordinator works 25 hours per week for the duration of the program. Program Coordinator works Monday through Friday, during business hours ranging from 7:00 a.m. to 5:00 p.m. Must work from 7:30 a.m. to 12:30 p.m. for the mandatory educational Fridays during the program.

APPLICATION PROCEDURE

Interested individuals must submit a resume and a letter of interest by email to the Human Resources Officer, Vanessa Armstrong at vaarmst@milwaukee.gov. Please indicate SYIP Program Coordinator in the subject line. Questions may be directed to Vanessa Armstrong by email or by phone at 414.286.6076. The deadline for submission of application materials is **March 18, 2022**.

The department reserves the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision. Candidates must undergo and pass a background investigation and reference check prior to hire.